STAFFING SYSTEM CONVERSION

Conversion Number	Requirement
	STATINTL
01	Design MOS codes
02	Establish Staff position ceilings in current T/O system
03	Determine requirement for SRB 'general positions'
04	Reclassify ██████████████████████
05	Develop abbrev title suffixes
06	Develop footnote codes
07	Shorten Org Titles to 36 characters
08	Establish unique occup series codes for each position title
09	Standardize manual totals on PCR
10	Establish 'Intermediate' organization levels on current T/O.
11	Reclassify multi-incumbency positions that reside at various locations
12	Remove signature records in current T/O
13	Assign 'Location' codes to each position in current T/O
14	Purge 'SG' and 'OO' designations in positions
15	Designate 'Emergency Relocation' positions
16	Designate 'Supervisory' positions
17	Purge 'Non-Staffing' records in current T/O
18	Establish and input Org abbr titles thru Branch level

Conversion Number	Requirement
19	Identify Career Services associated with each Office
20	Identify position title suffixes for necessary positions
21	Verify 'Language Recaps' in current T/O
22	Identify reporting sequence for CTP and TAS
23	Identify reporting sequence & level of staffs in Op Services Div.
24	Assign MOS codes to military positions
25	Write computer program to identify Org titles thru the Branch level
26	Write a computer program to identify all military positions
27	Purge Directorate 'Other' records in current system
28	Expand record in current T/O to allow for new data fields
29	Write computer program to assign 'Location' codes to positions
30	Determine maximum number of organizational units at each organizational level
31	STATINTL
32	Correct Grade Level of GP positions in Office of Logistics
33	Identify and input new schedule for all GA & GP positions on T/O
34	Reclassify approx 25 positions on Commo's T/O located in ▮▮▮▮ ▮▮▮▮▮▮▮▮▮▮
35	Input Upper-grade ceiling for each Office in the current T/O
36	Include position description of new schedules for GA & GP in new Occupational Handbook
37	
38	Set up a 'dummy' organization to handle 'Civilian Reserve' and/or 'Retired' personnel
39	Investigate the changing 'IN' career service in the DCI to 'EN'
40	Write a special purpose program to allow the input of new data items in the current T/O Master

STATINTL

Conversion Number	Requirement
41	Investigate the possibility of producing the Agency's Occupational Code Handbook by OL/PSD's 'EPIC' computer system
42	Investigate possibility of changing the current Sub-Category Codes from A,B,C,D, & E to P, C, T, & W
43	Design an input form to permit the immediate input to the current T/O system of a security classification code on approx ▇▇▇ positions
44	Write the necessary computer programs to convert the T/O Master with specs defined in Staffing Conversion Book
45	Assign Staffing items to employees in positions
46	Assign Staffing items to employees in D/C or P/R
47	Assign Staffing items to Contract employees

STATINTL

STAFFING SYSTEM CONVERSION REQUIREMENTS

CONVERSION NUMBER _____01_____

REQUIREMENTS:

Design unique 'Military Occupational Series Codes' for use with military positions in the new Staffing System.

REMARKS: Ref Memo's dated: 3 June 1970
                                      17 June 1970
                                      24 July 1970
                                      21 Oct   1970
                                      16 Nov   1970
                                      08 Feb   1971

NOTE: Two computer programs were written to facilitate the above task; one provided a listing to identify all military positions in the Agency with related position data. The other provided a listing to identify all the military employees in the Agency with selected employee data and associated position data.

RESPONSIBLE COMPONENT   :   MMPD/OP & SIPS Staffing designers

REQUESTED DATE   :   17 June 1970

REQUESTED COMPLETION DATE: Nov 1970

COMPLETION DATE   :   Dec 1970

STAFFING SYSTEM CONVERSION REQUIREMENTS

CONVERSION NUMBER ___02___

REQUIREMENTS:

Establish Staff Position Ceilings in the current T/O system.

REMARKS:

Approx 60 records.

'Current Ceiling' will be input

RESPONSIBLE COMPONENT : ___PMCD/OP & SRB/OP___

REQUESTED DATE : ___16 July 1971___

REQUESTED COMPLETION DATE: Aug/Sep ~~date~~ 1971

COMPLETION DATE : ___31 Aug 71___

STAFFING SYSTEM CONVERSION REQUIREMENTS

CONVERSION NUMBER _____ 03 _____

REQUIREMENTS: Determine requirement and status as related to the
new Staffing System, of the following positions currently located
in the Temporary Assignment Staff.

Pos Nr.	Pos Title	Organization
0791	GENERAL POSITION	SPECIAL DETAIL-INTERNAL
0792	GENERAL POSITION	SPECIAL DETAIL-EXTERNAL
0803	GENERAL POSITION	SPECIAL DETAIL-FOREIGN

REMARKS:

The above positions were established by SRB/OP, without the
knowledge of PMCD/OP, for the assignment of 'SRB Special'
personnel. Position 0803 does not print on any reports.

RESPONSIBLE COMPONENT   :   _____ SRB/OP _____

REQUESTED DATE   :   _____ 16 July 1971 ___ I changed 7 Sep 71

REQUESTED COMPLETION DATE: 30 Sep Dec 1971
                              15 Nov 1971   I changed on 24 oct 71

COMPLETION DATE   :   _____ Dec 1971 _____

STAFFING SYSTEM CONVERSION REQUIREMENTS

CONVERSION NUMBER _____04_____

STATINTL

REQUIREMENTS: ███████████████████████

STATINTL   Reclassify all positions ████████/that are currently designated
            as Foreign Field █████████████

STATINTL

REMARKS:

  .   REF: Reply to Policy Decision Book IV dated 27 Jan 1971.

        14 July 1971 - PMCD advises that DDI currently has 3 positions
                       and DDP has 14 positions in the above category
                       that are in the process of being reclassified.

RESPONSIBLE COMPONENT   :   ____PMCD/OP____

REQUESTED DATE   :   ___12 July 1971___

REQUESTED COMPLETION DATE: ____Dec 1971____

COMPLETION DATE   :   ___/Aug 1971/___

Next 2 Page(s) In Document Exempt

STAFFING SYSTEM CONVERSION REQUIREMENTS

CONVERSION NUMBER ___05___

REQUIREMENTS:

Develop standard Abbreviated Title Suffixes for use in the new Staffing System

REMARKS:

Today, many various abbreviations are used to identify the same suffix.

i.e. - Deputy Chief is equated to   D CH
                                                 D-CH
                                                 D-C
                                                 D C
                                                 etc

RESPONSIBLE COMPONENT   : ___PMCD/OP___

REQUESTED DATE   : ___Nov 1970___

REQUESTED COMPLETION DATE: _____

COMPLETION DATE   : ___14 Jan 1971___

CONFIDENTIAL

1 November 1971

SUFFIXES

Title	Abbreviation
Africa	AF
Assistant Chief	A CH
Assistant Director	AD
Assistant Executive Officer	A EX
Assistant Special Agent in Charge	ASAC
Assistant Supervisor	A SUP
Automatic Data Processing	ADP
Automation Specialist	AUTSP
Captain	CAPT
Chief	CH
Chief of Base	COB
Chief of Operations	COPS
Chief of Station	COS
COMINT	COMNT
Corporal	CPL
Deputy Assistant Director	D AD
Deputy Chief	D CH
Deputy Chief of Base	DCOB
Deputy Chief of Station	DCOS
Deputy Director	DD
Deputy Regional Officer in Charge	DROIC
ELINT	ELINT
ELINT Intercept Controller	EIC
European	EUR
Executive Officer	EX
Executive Assistant	EXAST
Far East	FE
Foreign Language	FRLNG
Information Processing Coordinator	IPC
Information Release	INREL
Intelligence and Counterintelligence	ICI
Latin America	LA
Liaison	LIAIS
Lieutenant	LT
Mission Director	MD
National Communications System	NCS
National Photographic Interpretation Center	NPIC
Near East	NE
Officer in Charge	OIC
Paramilitary	PM
Programmer	PRGMR
Regional Area Specialist	RAS
Regional Officer in Charge	ROIC
Research and Development	R&D
Resident	RES
Sergeant	SGT

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Title	Abbreviation
Scientific Advisor	SCADV
SIGINT	SIGNT
Soviet Bloc	SB
Special Assistant	SAS
Special Assistant for Operations	SAO
Special Agent in Charge	SAC
Supervisor	SUP
Systems Analysis	SYSAN
Technical Advisor	TECAD
Technical Security Officer	TSO
Telemetry	TM
Telemetry Analyst	TMA
Telemetry Intercept Controller	TIC
Translator	TRANS
United States Intelligence Board	USIB
Watch Supervisor	WTSUP
Western Hemisphere	WH
Trainee	TRNEE

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STAFFING SYSTEM CONVERSION REQUIREMENTS

CONVERSION NUMBER ____06____

REQUIREMENTS:

Develop standard footnotes that should be maintained in the new Staffing System.

REMARKS:

Today, footnotes are maintained, however there is no standard, plus the coding clerk forgets to remove them when a position is deleted, which many times results in erroneous reporting.

RESPONSIBLE COMPONENT   :   ____PMCD/OP____

REQUESTED DATE   :   ____Nov 1970____

REQUESTED COMPLETION DATE: _____

COMPLETION DATE   :   ____14 Jan 1971____

STAFFING SYSTEM CONVERSION REQUIREMENTS

CONVERSION NUMBER _____07_____

REQUIREMENTS:

Shorten all organizational titles at the Division level or
below to 36 characters maximum.

REMARKS:

This requirement is necessitated by the lack of printing
space on the new Request for Personnel Action.

REF: Policy Book IV.

NOTE: Special program was written to identify all the ORG
titles that exceeded 36 characters.

RESPONSIBLE COMPONENT   :   PMCD/OP

REQUESTED DATE   :   13 July 71

REQUESTED COMPLETION DATE: *Aug/Sep* ~~Dec 71~~

COMPLETION DATE   :   Nov 1971

STAFFING SYSTEM CONVERSION REQUIREMENTS

CONVERSION NUMBER _____08_____

REQUIREMENTS:

     Establish a unique 'occupational series code' for each
position title currently in the T/O system

REMARKS:

     Approximately 10 to 15 position titles are currently in the
system that do not equate on a 'one for one' basis to
occupational series code.

RESPONSIBLE COMPONENT   :   ___PMCD/OP_____

REQUESTED DATE   :   ___13 July 71_____

REQUESTED COMPLETION DATE: ___Dec 71_____

COMPLETION DATE   :   ___Sep 71_____

STAFFING SYSTEM CONVERSION REQUIREMENTS

CONVERSION NUMBER _____09_____

REQUIREMENTS:

Standardize all manuals totals currently maintained on each office in the T/O System to the following format:

(1) Staff Positions by Hqs
(2) Military Positions by Hqs
(3) Non-Ceiling Positions by Hqs - (after conversion)

NOTE: HQS = Departmental, ▮▮▮▮▮▮ Foreign Field.

REMARKS:

Approximately 350 records   STATINTL

RESPONSIBLE COMPONENT   :   PMCD/OP & SRB/OP

REQUESTED DATE   :   13 July 71

REQUESTED COMPLETION DATE: Dec   71

COMPLETION DATE   :   31 Aug 71

STAFFING SYSTEM CONVERSION REQUIREMENTS

CONVERSION NUMBER _____10_____

REQUIREMENTS:

Establish and/or reclassify organizational (Division) components
that should be designated at the 'Intermediate' level.
Reclassify subordinate organizational┬to the appropriate level.
                                      COMPONENTS

REMARKS:

Coding Clerk Instructions: Code initial occurrence of 'Intermediate'
header as a Type Header=C. All other
occurrences are coded as a Type Header=Q.
There is no indentation of these type
records. Start in Col. 1 (same as
Office & Hqs)

1. Intermediate level will be indicated with _no_ indentations on the 261

2. The coding clerk will move all subordinate levels up in the coding
hierarchy.

9/8/71 — Coding started on the 'Office of Security'

RESPONSIBLE COMPONENT   :   PMCD/OP & SRB/OP

REQUESTED DATE   :   14 July 71

REQUESTED COMPLETION DATE: Dec 71

COMPLETION DATE   :   Nov 71

OFFICE OF PERSONNEL
  OFFICE OF THE DIRECTOR OF PERSONNEL
        Positions
    SPECIAL ACTIVITIES STAFF
        POsitions
  DEPUTY FOR RECRUITMENT AND PLACEMENT
    OFFICE OF THE DEPUTY - R & P
        Positions
    RECRUITMENT DIVISION
      OFFICE OF THE CHIEF
        Positions
      SPECIAL ASSISTANT FOR CO-OPERATIVE PROGRAMS
        Positions
      FIELD RECRUITMENT BRANCH
        Positions
  DEPUTY FOR SPECIAL PROGRAMS
    OFFICE OF THE DEPUTY-SPECIAL PROGRAMS
        Positions
    BENEFITS AND SERVICES DIVISION
      OFFICE OF THE CHIEF
        Positions

OFFICE OF SECURITY
  OFFICE OF THE DIRECTOR
        Positions
  ADMINISTRATION AND TRAINING STAFF
    OFFICE OF THE CHIEF
        Positions
    PERSONNEL BRANCH
        Positions
    TRAINING BRANCH
        Positions
  SECURITY RESEARCH STAFF
    OFFICE OF THE CHIEF
        Positions
    LIAISON AND EXTERNAL OPERATIONS BRANCH
        Positions, etc.
  DEPUTY DIRECTOR PHYSICAL, TECHNICAL & OVERSEAS SECURITY
    OFFICE OF THE DEPUTY DIRECTOR
        Positions
    PHYSICAL SECURITY DIVISION
      OFFICE OF THE CHIEF
        Positions
      SAFETY BRANCH
        Positions
      BUILDING SECURITY BRANCH
        OFFICE OF THE CHIEF
          Positions
        RECEPTIONIST SECTION
          Positions

25X1A

OFFICE OF ECONOMIC RESEARCH
  OFFICE OF THE DIRECTOR AND STAFFS
    OFFICE OF THE DIRECTOR
            Positions
    SYSTEMS DEVELOPMENT STAFF
            Positions
    ADMINISTRATIVE STAFF
      OFFICE OF THE CHIEF
            Positions
      ADMINISTRATIVE SECTION
            Positions
      DOCUMENT SECTION
            Positions
    CURRENT SUPPORT STAFF
            Positions
    PUBLICATIONS STAFF
      OFFICE OF THE CHIEF
            Positions
      ACCOUNTS SECTION
            Positions
      EDITING AND REVIEW SECTION
            Positions, etc.
  COMMUNIST RESEARCH AREA
    OFFICE OF THE CHIEF, COMMUNIST RESEARCH AREA
            Positions
    USSR/EASTERN EUROPE DIVISION
      OFFICE OF THE CHIEF
            Positions
      EASTERN EUROPE BRANCH
            Positions
      USSR BRANCH
            Positions

STATSPEC

SECRET
(When Filled In)

OFFICE OR STAFF				OFFICE CODE NO.	APPROVAL DATE	CONTROL NUMBER			
DDS – Office of Personnel							PAGE 1	OF	PAGES
DELETIONS				ADDITIONS					
ORGANIZATIONAL UNIT AND POSITION TITLE	GRADE	POSITION CONTROL AND NUMBER	SD	ORGANIZATIONAL UNIT AND POSITION TITLE	OCCUPATIONAL CODE AND GRADE	POSITION CONTROL AND NUMBER	SD	POSITION STATUS	MANS CODE
Departmental				Departmental					
Office of the Director of Personnel				Office of the Director of Personnel (Realign)					
				Office of the Director (New)					
Deputy for Recruitment and Placement				Deputy for Recruitment and Placement (Realign)					
Office of the Deputy–R & P				Office of the Deputy–R & P (Realign)					
Recruitment Division				Recruitment Division (Realign)					
Office of the Chief				Office of the Chief (Realign)					
Special Assistant for Co-operative Programs				Special Assistant for Co-operative Programs (Realign)					
Staff Personnel Division				Staff Personnel Division (Realign)					
Office of the Chief				Office of the Chief (Realign)					
Professional Selection Branch				Professional Selection Branch (Realign)					
Professional Placement Branch				Professional Placement Branch (Realign)					
CTP Selection Branch				CTP Selection Branch (Realign)					
Clerical Staffing Branch				Clerical Staffing Branch (Realign)					
Correspondence and									
Correspondence & Applicant Record Br				Correspondence & Applicant Record Br (Realign)					
Mobilization & Mil Personnel Div				Mobilization & Mil Personnel Div (Realign)					
Reserve Branch				Reserve Branch (Realign)					
Military Detailee Branch				Military Detailee Branch (Realign)					
███████████████████████████									
Deputy for Special Programs				Deputy for Special Programs (Realign)					
Office of the Deputy–Special Programs				Office of the Deputy–Special Programs (Realign)					
Benefits and Services Division				Benefits and Services Division (Realign)					
Office of the Chief				Office of the Chief (Realign)					
Incentive Awards Branch				Incentive Awards Branch (Realign)					
Personal Affairs Branch				Personal Affairs Branch (Realign)					
STAFFING COMPLEMENT TOTALS				APPROVAL					
				THE CHANGES LISTED ABOVE ARE HEREBY APPROVED. PLEASE MAKE CHANGES ON OFFICE RECORDS AS NECESSARY.					
				SIGNATURE			TITLE		

25X1A

STAFFING COMPLEMENT CHANGE AUTHORIZATION

GROUP 1
EXCLUDED FROM AUTOMATIC
DOWNGRADING AND
DECLASSIFICATION

STAFFING SYSTEM CONVERSION REQUIREMENTS

CONVERSION NUMBER   11

REQUIREMENTS:

     Reclassify multi-incumbency positions that reside at
various physical locations to facilitate the assignment
of country/city codes to each position.

REMARKS:

25X1A   13 July 71 - ████████████ advised that positions in Recruitment
             Division/OP have been reclassified.

RESPONSIBLE COMPONENT   :   OP/PMCD

REQUESTED DATE   :   7 July 71

REQUESTED COMPLETION DATE: Dec 71

COMPLETION DATE   :   Dec 71

STAFFING SYSTEM CONVERSION REQUIREMENTS

CONVERSION NUMBER _____12_____

REQUIREMENTS:

    Remove the signature information records following each Office
on the current T/O master.

      i.e.   For the Director of C I A
               R. L. Bannerman
                 Deputy Director
                   Support

  (Approximately 240 records)

REMARKS:

    Coding Clerk Instructions:

        Delete 'W' Type Header records starting with 'For the'
        thru 'Support'

    16 July 71 - SRB advises they will start at once to remove the
           signature records.

RESPONSIBLE COMPONENT   :   Coding Clerk/SRB/OP

REQUESTED DATE   :   16 July 71

REQUESTED COMPLETION DATE: Dec 71

COMPLETION DATE   :   31 Aug 71